

eSUBMITTAL GUIDE

Date: 19NOV13

DATE: _____ CONTRACT: _____

Instructions are for reference in preparing and submitting electronic transmittals (Eng Form 4025) per specification section 01 33 00, SUBMITTAL PROCEDURES.

(1) Form 4025's shall be electronically generated from QCS. These forms shall be filled in completely prior to submittal. 4025's may be electronically signed or signed/scanned.

(2) Each transmittal shall contain only one specification section (i.e. 23 00 00 & 23 09 23 would require two transmittals).

(3) Each transmittal shall contain only one type of classification (i.e. GA and FIO items would require two transmittals).

(4) Format. eSubmittals shall consist of one of the following acceptable formats: ACAD for drawings (.dwg), MS Office, WINEST for estimates, and Portable Document Format (PDF) files. PDF files of text should be searchable. **The submittal file shall consist of a single .pdf file.** The file should be formatted as follows:

- Page 1: .pdf version of the QCS generated ENG Form 4025
- Page 2: contractor quality control stamp (see 01 33 00)
- Pages 3 thru #: Enclosures in Item order (bookmarked as necessary)

(5) File Naming Convention. **Files shall be named as the "Transmittal No." shown in the upper right corner of the QCS-generated ENG Form 4025. (Ex. 23 09 23-7.1)**

(6) Primary method of delivery will be as an email attachment** unless directed otherwise by the Government. **Submittals must be exported from QCS to RMS prior to delivery of the email to ensure Government receipt and processing.** Transmittals will not be receipt acknowledged until 4025 data is exported from Quality Control System.

(a) Email Naming Convention: SUBJECT: "Contract#, Transmittal #" (Ex. W912DW-12-D-0044, 23 09 23-7.1)

(b) Delivery "To:" shall be as follows:

FIO, DA	→ Project Team (Project Engineer & QAR)
GA, CR, DA/GA, DA/CR	→ Technical Engineering Section (JBLMTransmittals@usace.army.mil)



**** Files larger than 10MB cannot be emailed through USACE's system. In instances where the files exceed this size limitation, they should be made available on an FTP site accessible to the Government. The email shall include the FTP link, username, and p/w.**

(7) The official record of receipt and return by the Government will be RMS/QCS via the ENG Form 4025-R. No email notification will be sent directly by the Project Team or Technical Engineering Section.

(8) Re-submittals must be related to the parent transmittal (i.e., 2→2.1, 2.2 etc.).

(9) All re-submittals of FIO's become GA if design-bid-build, and DA/CR for design-build.

(10) Unique item numbers must be listed on 4025 in column "a.". Assign an item number to each contract item requiring separate approval. Understand a single action code will be given to the item, regardless of the number of products or data it consists of. If a single product or data in the item is disapproved, the entire item is disapproved.

(11) Each item in the enclosure/technical data must have an item number on the front of the first document that defines the item. **Items should be "bookmarked" within the PDF document for easy access by the Government reviewer.**

(12) All submitted items must have a "contractor's approval stamp". The "contractor's approval stamp" may be computer generated and electronically signed. All DA submitted items must also have a "designer of record approval stamp". Stamp(s) must be signed and items clearly identified.

(13) Enter the technical paragraph in the specs under column "e." for each item.

(14) Identify the drawing numbers that apply, if applicable, in column "f.".

(15) Variations must be identified in column "h." and justified in the "Remarks" block. The government Project Engineer must acknowledge proposed variations prior to submission by signing and dating the 4025. For design-bid-build, ALL variations must be submitted GA. For design-build, variations must be submitted DA/CR (in-scope of contract) and DA/GA (change to contract).

(16) Contractor approval code must go in Column "g.".

(17) Electronically sign the QCS generated Form 4025.

(18) Allow 30 days (design-bid-build) and 15 days (design-build) for transmittals to be reviewed by the Government. **Justify exceptions to the government Project Engineer.**

(19) All electronic files of enclosures/technical data shall be high quality with clear, sharp images and easy to read text.

(20) Identify specifically the technical data on attached catalog cuts (i.e. highlight or point out).

